

**WORKFORCE DEVELOPMENT LETTER NO.: 03-07****DATE:** April 3, 2003

EFFECT:	<u>ACTION</u>	<u>INFO</u>	<u>WITH ATTACHMENT</u>
	<input checked="" type="checkbox"/>	<input type="checkbox"/> ONE-STOP	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/> WIA	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/> SESA	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/> STW	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/> H-1B Skills Grantees	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/> FBO/CBO Grantees	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/> Earmark Grantees	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/> WIG Grantees	<input checked="" type="checkbox"/>

SUBJECT: Network 03: Connecting Business & Community to the One Stops

The Boston Regional Office of the Employment and Training Administration and the State of Rhode Island Department of Labor and Training, as co-sponsors, would like to invite your participation in the second New England Regional One Stop conference, *Network 03: Connecting Business & Community to the One Stops*. This conference will be conducted during the period May 14th – 16th, 2003 at the Hyatt Regency Hotel in Newport, Rhode Island.

The conference is designed as a forum and learning opportunity for One Stop career center operators, their staff, their partners and other ETA grantees for which the One Stop career center is a resource. These individuals will have an opportunity to explore exemplary practices developed and implemented by their peers, to share their own experiences with their colleagues, and to learn about recent changes and proposed changes in the world of workforce investment.

The conference will begin with registration and a box lunch at 11:30 a.m. on Wednesday, May 14th and conclude mid-afternoon on Friday, May 16th. A copy of the draft agenda is enclosed as Attachment 1. The conference will open with a plenary session at 1:00 p.m. This session will begin with an update on the Washington, D.C. perspective and national developments from Mason Bishop, ETA's Deputy Assistant Secretary for Workforce Systems. On Wednesday evening there will be a reception during which time participants will have an opportunity to network with their colleagues from across New England.

A preliminary list of the conference workshops is enclosed as Attachment 2. The conference workshops are segregated into three strands. The first strand, StaffSkills: Case Management/Coaching Series, will be one continuous program for the duration of the conference and participants will receive a StaffSkills binder and Certificate of Completion. Topics covered will include case file maintenance, and the effects of these processes on performance. Participation in this portion of the conference is limited to 25 registrants. Registrants for this strand will be able to participate in the conference plenary sessions but will be precluded from attending other workshops or modules. Please indicate your wish to register for this training session on the attached registration form.

The theme of the second conference strand is Business and Community Networking. This will include workshops on topics such as, marketing and grant writing for faith-based and community-based organizations, the business perspective on work readiness, youth skill attainment, and the business relations initiative, one stops connecting to business.

The third strand, Innovations in the Workforce Development System, will include information on topics such as, WIA Re-authorization, the new Common Performance Measures, the proposed Personal Re-employment Accounts, Trade Act Reform Legislation updates, and Performance Management Strategies for optimizing outcomes.

Registrations must be received no later than May 5, 2003. Please complete the registration form (Attachment 3) completely and legibly; the forms will serve as the basis for the participant list and name badges. The form should be faxed to Marisol Lopez at (617) 788-0101. Due to hotel capacity, the conference attendance is limited to 200. Questions about registration should be addressed to Marisol at (617) 788-0158 or lopez.marisol@dol.gov. Please refer to our website for a downloadable registration form as well as workshop descriptions and other information as it is developed, (<http://www.doleta.gov/regions/reg01bos/ent/>) under the ETA Headlines Section, "A New Conference on One-Stop Centers May 14-16, 2003".

A block of rooms has been reserved at the Hyatt Regency Hotel in Newport, Rhode Island under "NEtwork '03" for conference participants at a rate of \$111 +12% RI tax per night. The Hyatt Regency is located at One Goat Island in Newport; directions to the hotel are at Attachment 4 and can be obtained from the hotel's web site www.newport.hyatt.com. Reservations should be made directly with the hotel at (401) 851-1234; the closing date for reservations is April 20, 2003.

We look forward to your participation in the second New England Regional One Stop conference, *NEtwork 03: Connecting Business & Community to the One Stops*.

Joseph F. Stoltz
Regional Administrator

Attachments